

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Commendation to OIT Personnel for the FY 1986 Year-End Closing

FROM: Mr. Allen R. Elkins  
Director of Finance  
1212 Key Building

EXTENSION

NO.

DATE

22 October 1986

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/OIT  
2-D-02 HQs

10/29

gy

copies sent to C/MISG and  
C/GOG Jd 10/28

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

FORM  
1-79

610

USE PREVIOUS  
EDITIONS

Office of Finance

# OF-0714-86

OIT/TRIS

LOGGED

24 OCT 1986

MEMORANDUM FOR: Director, Office of Information and Technology

FROM: Allen R. Elkins  
Director of Finance

SUBJECT: Commendation to OIT Personnel for the FY 1986  
Year-End Closing

1. The Office of Finance wishes to express its appreciation to the attached named individuals for their outstanding efforts in assuring a successful fiscal year 1986 year-end closing process.

2. I want to extend a special thank you to a job well done to the Key Unit, Data Conversion Branch. This unit is not only responsible for processing a heavy volume of financial vouchers, but all of the Payroll activity (T&A's) as well. At certain times of the year, as occurred during the last week of the fiscal year, both of these heavy tasks conflict for available resources. All year, and the last week was no exception, this unit has done a magnificent job in completing both tasks when a conflict in scheduling occurred.

3. Also, during the weekend of 4 - 5 October 1986, the Data Base Control Branch (DBCB) not only had to contend with the Year-End Process but they were also preparing both FRS1 and FRSDDO for the Congressional Budget Exercise. As always the DBCB did an excellent job.

4. All the attached named individuals played a key role in the year-end process and were often required to put in significant amounts of late night and weekend work from 15 September - 5 October 1986. Please extend our appreciation to all.

25X1

  
Allen R. Elkins

Attachment

25X1

~~SECRET~~

**Page Denied**

S E C R E T

SUBJECT: Commendation to OIT Personnel for the FY 1986 Year-End Closing

Distribution:

Original -- D/OIT

1 -- D/OF

2 -- OF/AD

25X1

DDA/C/OF/AD

(22 October 1986)

S E C R E T